

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101

CAJS-J1-SP

27 July 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-33 - Expires 15 August 2009

1. The Military Department is accepting applications for the State Active Duty temporary position indicated below. This vacancy announcement expires 15 August 2009 unless sooner rescinded; interested applicants should file their application at the earliest possible date. A term appointment is greater than six months and provides full benefit status for the appointee and their beneficiaries. ***Soldiers/Airmen selected for this position will be paid at their federal or State Military Reserve pay grade, not to exceed E-5.*** Subsequent extensions of State Active Duty service are contingent upon budgetary funding, individual performance of duty and continuation of the special program.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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|--------------------------------------|---|
| a. TITLE AND PAY GRADE: | Logistics NCO (SAD E-5) |
| b. EMPLOYMENT LOCATION: | Los Alamitos, CA Sunburst Youth Academy (SYA) |
| c. PROJECTED EMPLOYMENT DATE: | 1 September 2009* |
| | <i>*Pending Availability of Funds</i> |
| d. SELECTING SUPERVISOR: | Director, Youth Programs |

3. The basic qualification requirements are:

a. Military: Member of the active or retired California National Guard or an active member of the California State Military Reserve in the grades of E-4 or E-6 may apply. An individual in a civilian status who is eligible to become an active member of the California State Military Reserve in the military grade of E-4 – E-6 may submit an application under these criteria and be accepted by the California State Military Reserve prior to appointment to State Active Duty.

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Must possess experience in Army or Air Logistics, unit supply operations, or civilian logistics experience. Must possess experience working with State property and State supply accounting.

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must be able to communicate effectively orally and in writing.

4. Other requirements are indicated below:

- a. Successful completion of high school or equivalent.
- b. Completion of appropriate level of NCO military education.
- c. Two years of experience in Army or Air Logistics, unit supply operations, or civilian logistic experience is required.
- d. Must have experience working with State property and State supply accounting.
- e. Must be able to travel.
- f. Applicant must possess a valid California driver's license. **Attach copy with your application.**
- g. Required to meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application¹.**
- h. Applicants must **submit a letter of recommendation from their current supervisor.**

¹ If a current member of the State Military Reserve or a Retired California Army /Air National Guardsperson, complete and sign our height, weight and military appearance verification form (available by request) that indicates your current medical fitness.

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5. Principal duties and responsibilities:

- a. Responsible for the planning and coordinating of all supplies and transportation for the Sunburst Youth Academy.
- b. Responsible for the requisition and purchase of all supplies and equipment for the Sunburst Youth Academy.
- c. Ensures proper receipt, storage and distribution of State and Federal property.
- d. Responsible for the conduct of supply support operations related to academy operation, monitors supply actions and develops/complies with necessary operating procedures and regulations to ensure proper care and utilization of organizational materials and equipment.
- e. Performs administrative actions regarding logistics and supply, including developing/utilizing necessary operation procedures and regulations for proper state supply accountability and compliance with applicable state regulations.
- f. Responsible for determining administrative requirements in the logistical area, preparing and maintaining logistical correspondence logs, records, cadet logistical records, staff logistical records and other applicable records and documents, as required, to include purchase orders and CAL CARD records.
- g. **The Sunburst Youth Academy is a smoke-free environment; smoking is not authorized on duty or on Academy premises.**
- h. Performs other duties as assigned.

6. Individuals selected for this position are eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Pre-paid Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at www.calguard.ca.gov/casp/Pages/sad.aspx or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later 15 August 2009.**

Applications will not be accepted via FAX.

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
A, F & M

Jeffrey W. Magram (27 Jul 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of your California driver's license?	
Have you attached a copy of height, weight & physical test verifications?	
Have you attached a copy of your Drivers License?	
Have you attached your letter of Supervisor recommendations?	